

## TRANSFER SHEET FOR CHEMICALS

### **PURPOSE:**

TO RECORD A TRANSFER IN OWNERSHIP OR LOCATION FOR "NON-EMPTYED" CHEMICAL CONTAINERS ONLY.

### **INSTRUCTIONS:**

1. PLEASE COMPLETE "CHEMICAL TRANSFER SHEET" WHEN THE FOLLOWING OCCURS:
  - CHANGE IN OWNERSHIP – (E.G., RESEARCHER A GIVES CHEMICAL TO RESEARCHER B)
  - CHANGE IN LOCATION – (E.G., RESEARCHER MOVES CHEMICAL FROM LAB X TO LAB Y).
2. FORWARD TRANSFER SHEETS TO THE **ES&H OFFICE- MAILSTOP 1621**.
3. ADDITIONAL FORMS CAN BE ACCESSED AT THE LABEL STATIONS IN EACH OF THE BUILDINGS WHERE CHEMICALS RESIDE OR CAN BE RETRIEVED FROM THE **ES&H HOMEPAGE**.

### **CHANGE IN OWNERSHIP**

BARCODE#	CHEMICAL NAME	CURRENT OWNER NAME/EMPLOYEE NUMBER	NEW OWNER NAME/EMPLOYEE NUMBER	NEW BUILDING (IF APPLICABLE)	NEW ROOM (IF APPLICABLE)

### **CHANGE IN LOCATION ONLY**

BARCODE#	CHEMICAL NAME	OWNER NAME/EMPLOYEE NUMBER	NEW BUILDING	NEW ROOM